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ECONOMIC INTELLIGENCE COMMITTEE

Control No: 489345

EIC-D-351

12 January 1959

MEMORANDUM FOR: Executive Secretaries of EIC Subcommittees

**SUBJECT: Transmittal of Documents to the Deputy
Director (Coordination)**

1. The Deputy Director (Coordination) has indicated a desire to be kept fully informed of the activities of the EIC Subcommittees. It is therefore requested that you place the DD/C (attention Dr. Omar B. Pancoast, Jr.) on direct distribution for advance notification of all meetings and the agendas and minutes thereof.

2. When time does not permit notification through regular mail channels, please telephone Dr. Pancoast, at least twenty-four hours in advance of any Subcommittee meeting.

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Executive Secretary